



# ***Manager's Report***

***For Council Meeting 10/22/02***

## **FINANCE**

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
Access Markets Worldwide	221 Whitney Pl NE	Marketing
Advanced Auto Parts	57 Catocin Cr NE	Retail – Auto Parts
American Factory Built Homes	11-D Loudoun St SW	Contractor
Pauley, Jennifer	685 Springhouse Sq SE	Direct Sales – Jewelry
Sonitrol of the Tri-State	823-I South King St	Security Consultant

## **HUMAN RESOURCES**

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

New Hires and Terminations for the Period August 24 through September 6, 2002

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
Elizabeth Fields	Economic Development Director	Economic Development

<u>Resignations</u>	<u>Position</u>	<u>Department</u>
None		

## **PLANNING AND ZONING**

### **CURRENT PLANNING DIVISION ACTIVITY**

#### **Plans accepted for review during the period October 4, 2002 – October 15, 2002**

- Loudoun County Rescue Squad @ Catocin Circle Building Addition (DP 2002-11) P/F Development Plan, 2<sup>nd</sup> Submission
- Kincaid Forest, Section 12B Easement Plat, 2<sup>nd</sup> Submission
- Potomac Station/Battlefield Parkway, Phase II Public Improvements Construction Drawings, 4<sup>th</sup> Submission
- Beauregard Estates, Phase 5 Construction Drawings, Revised 4<sup>th</sup> Submission
- Rehau Waterline (Parcel 16C) Vacation and Easement Plat & Deed, 2<sup>nd</sup> Submission
- Stowers Public Improvements/Route 621 (DP 2002-03), 2<sup>nd</sup> Submission
- Woodlea Manor, Phase 6, Lot 271 Lot Grading Plan, 1<sup>st</sup> Submission
- Battlefield Shopping Center Waterline Easement Plat and Deed (GRK Battlefield LLC) 4200-STAPLES-ESMT Easement Plat, 2<sup>nd</sup> Submission
- Fort Evans Shopping Center, Phase 2 (AKA Battlefield Marketplace) (DP 2002-14), 1<sup>st</sup> Submission

- Woodlea Manor, Phase 6, Lot 271 Lot Grading Plan, 1<sup>st</sup> Submission

**Plans reviewed during the period October 4, 2002 – October 15, 2002**

- Stowers Recreation Center Final Development Plan, 2<sup>nd</sup> Submission (DP 2001-13)
- Hawks View Glen Preliminary Subdivision Plat, 1<sup>st</sup> Submission
- Battlefield Shopping Center (Staples/Michaels) (DP 2002-09)
- Ida Lee Park Soccer/Lacrosse Field #3 Construction Plan (CIP 2002-01), 3<sup>rd</sup> Submission
- Beauregard Estates, Phase 5 Final Subdivision Plat, 2<sup>nd</sup> Submission
- Stowers (Phase 2, Section 3) Final Subdivision Plat, 2<sup>nd</sup> Submission
- Stowers (Phase 2, Section 3) Deed, 1<sup>st</sup> Submission
- ECHO Entrance Road and Waterline Extension, P/F Development Plan (DP 2002-02), 2<sup>nd</sup> Submission
- Woodlea Manor, Phase 6, Lot 271 Lot Grading Plan, 1<sup>st</sup> Submission
- Loudoun County Rescue Squad @ Catoctin Circle Building Addition (DP 2002-11) P/F Development Plan, 2<sup>nd</sup> Submission

**COMPREHENSIVE PLANNING****Special Exceptions:**

SE 2002-01: 309 Parker Court – For a vehicle sales and repair facility (accessory use). The Planning Commission voted to recommend approval of this application (as recommended by staff) at the September 5<sup>th</sup> meeting. A worksession was held October 7<sup>th</sup> and a public hearing was held October 8<sup>th</sup> before the Town Council. The application is to be voted on at the October 22<sup>nd</sup> Town Council meeting.

SE 2002-02: God's Children Learning Center – Located at 101 Davis Avenue, for a commercial childcare center. The Planning Commission public hearing was held August 1<sup>st</sup>. The Planning Commission voted to recommend approval at the October 3<sup>rd</sup> meeting. The application is scheduled for a Town Council preview on October 21<sup>st</sup>, a worksession November 12<sup>th</sup>, and a public hearing November 13<sup>th</sup>.

SE 2002-03: Catoctin Circle First Citizens Bank – The application is for a bank with 4 drive-thru lanes. The Planning Commission worksession took place September 5<sup>th</sup> and the public hearing was held September 19<sup>th</sup>. The Planning Commission voted to recommend approval of the application with conditions. It is scheduled for a Town Council preview at the October 21<sup>st</sup> meeting, a worksession November 12<sup>th</sup>, and a public hearing November 13<sup>th</sup>.

**Rezoning:**

Stratford Concept Plan, Proffer Amendment, and Town Plan Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission preview was held on April 18<sup>th</sup> and the Public Hearing was held on May 2, 2002. The Planning Commission held worksessions on May 9<sup>th</sup> and May 23<sup>rd</sup> and has scheduled a site visit and worksession for June 17, 2002. The Planning Commission voted to recommend denial on June 20, 2002. A public hearing before the Town Council has not been scheduled.

ASE/Airport Commerce Park – Concept Plan/Proffer Amendment: The applicant is seeking to amend rezoning #ZM-80 to amend the concept development plan and proffer statement to permit the reconfiguration of the internal roadway and lots. A preview before the Planning Commission was

scheduled for September 5, 2002 but the applicant is making revisions and has chosen to postpone this preview until a date yet unknown.

ZM 2002-02 Loudoun County Courts Project, Proffer Amendment: The applicant is seeking to amend proffers to allow for parking to be constructed in phases. A preview before the Planning Commission is tentatively scheduled for November 7th and a public hearing is tentative scheduled for November 21st.

ZM 2002-03 Church of Jesus Christ of Latter Day Saints, Concept Plan and Proffer Amendment: Located at the intersection of Battlefield Parkway and Balls Bluff Road, the applicant is seeking to amend the concept plan and proffers to allow for a church (approximately 18,500 square feet in size). A preview before the Planning Commission is tentatively scheduled for November 21<sup>st</sup> and a public hearing is scheduled for December 5<sup>th</sup>.

### **ZONING PERMITS ISSUED 02-1308-1408**

#### **Zoning Permits Issued Residential**

Kincaid Forest 4 SFA @ \$88,000  
Stowers 17 SFD @ \$100,000  
Tavistock Farms 5 SFA @ \$55,000  
Edwards Landing 1 House type change SFD @ \$105,000  
Edwards Landing 10 SFD @ \$100,000  
Edwards Landing 12 SFA @ \$80,000  
Potomac Crossing 1 SFD @ \$105,000

#### **Zoning Permits Issued Commercial**

18 North King Street Interior Alterations Courts Complex \$12,500.00  
301 Whipp Drive SE Pool/ Rec Center \$143,000 Stratford  
19 West Market Street Alteration to the Storefront \$3,500.00

#### **Occupancy Permits Residential**

Edwards Landing 6 SFA  
Kincaid Forest 4 SFD  
Potomac Station 6 SFD 1 Bathhouse & Pool  
Tavistock Farms 2 SFA  
Potomac Crossing 4 SFD  
Potomac Station Apartments Building E Units 101-110,  
Units 201-210, Units 301-310, Units T-01 T-04  
Total 35 Units

#### **Occupancy Permits Commercial**

None Issued

### **WATER & SEWER ADMINISTRATION**

During this time frame there were 52 Public Facility Permits issued totaling \$524,985.00, 36 work orders issued for meter sets and 49 requests for occupancy inspection were issued.

#### **Capital Projects Update**

- Cardinal Park Sewer – Contractor has finished all work on Cardinal Park Drive, Catoctin Circle, Dry Mill Road, Queen Street, Washington Street, Tuscarora Drive and King Street. Contractor will now proceed to Church Street.

- Evergreen Mill sewer forcemain construction is approximately 50% complete with the sections in Alpine Drive and north of Tolbert Lane completed, work on Evergreen Mill Road south of Tolbert Lane and house connections continue.
- During this period one plan was reviewed for development within the service area. Also one request was processed for water and sewer modeling.
- The tank siting report has been presented to Town Council and will be discussed again at the next meeting.
- A total of six proposals were received for the engineering services related to the expansion of the Water Plant from 10mgd to 15mgd. Four firms have been short listed for the interviews.
- Awaiting on a proposal from the engineer for services related to the design of the Woodlea Manor mini-pressure zone.

### **WATER SUPPLY DIVISION**

#### **Training:**

Randy Shoemaker and Larry Taylor attended a "Threat Assessment" workshop at Quantico Marine Base on October 9<sup>th</sup>, 2002. The workshop focused on the threat perspective in the water industry.

### **UTILITY LINES DIVISION**

#### **Installations made during this period:**

- Installed new air release valve on Bradfield Drive.

#### **Training:**

- Stephanie Boylan attended the AWWA Customer Service Workshop in Richmond.
- Held safety training to cover Book 9 (Infectious Control Program).

#### **Routine items include:**

- turn on's and off's
- water meter readings
- complaint investigations
- rodding & cleaning sanitary sewer trouble spots
- marked w/s lines for contractors & citizens
- vehicle & ditch maintenance
- bush hogging
- clean and repair valve boxes to prepare for paving

#### **Summary Programs:**

New connections to town utility system: 24

Total number of water leak repairs: 2

Responded to 471 requests to locate utilities (Miss Utility).

**TOWN OF LEESBURG**

Full-time vacancies as of October 18, 2002

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<i>Econ Dev</i>	1	Admin Associate II	3/9/01	√	√	<u>On hold</u>			
<i>Eng &amp; PW</i>	1	Maintenance Worker I	4/4/02	√	√	√	√		
	1	Maintenance Worker II	6/20/02	√	√	√			
	1	Senior Engineer	7/1/02	√	√				
<i>P&amp;Z</i>	2	Senior Planner	7/1/02	√	√	<u>On hold</u>			
	2	Planner	7/1/02	√	√	<u>On hold</u>			
<i>Police</i>	5	Police Officer	7/1/02	√	√	√	√		
	1	Police Officer	8/9/02	√	√				
	1	Police Officer	9/13/02	√	√				
<i>Util Admin</i>	1	Senior Engineer	7/1/02	<u>On hold</u>					
<i>Util Lines</i>	1	Inspector	7/30/02	√	√	√	√		
	1	Infiltration/Inflow Tech	7/31/02	√	√				
<i>Water</i>	1	Utility Operator	10/1/02	√	√	√	√	√	
<i>Wastewater</i>	1	Sr Operator	7/1/02	√	√				
<b><u>TOTAL</u></b>	20								

R.S. Noe